

Civilian Aide to the Secretary of the Army

Task description

- Appointed by Secretary of the Army
- Spreads the Army word during business and personal contacts throughout the community

Steps

- Maintain file with current phone numbers, addresses and dates available on all CASAs identified by Department of the Army Public Affairs
- Contact quarterly to schedule meetings with battalion commander and visiting officials to keep CASA informed of recruiting operations
- Maintain liaison with CASA to determine opportunities to assist them or for them to assist battalion recruiters
- Any battalion interaction with CASAs should be reported by email to Brigade

Points of Contact

- **CASA** – Mr. Tommy Bolton, 910-483-6181
- **CASA-at-Large** – Mr. Hubert Leonard, 336-475-4283 (home)
- **Brigade** – Jill Snell, 404-469-3191

Applicable regulations

- **AR 1-15**, Civilian Aides to the Secretary of the Army

Forms used

- **None**